

ON-CAMPUS EMPLOYMENT ELIGIBILITY FOR F-1 VISA/STATUS HOLDERS
M-1 VISA/STATUS AND WDCE ESL STUDENTS ARE NOT ELIGIBLE FOR ON-CAMPUS EMPLOYMENT

- Step One: Have your International Coordinator sign this form to show that you are in valid F-1 status.
- Step Two: Use this form, along with the Social Security On-Campus Work Authorization for F-1 Students form if you do not have a Social Security Number, when you Interview with your prospective on-campus employer.
- Step Three: If you are offered a job, and accept it, complete the other paperwork required with your new Supervisor. If you need a Social Security Number have your supervisor complete the "On-campus" form referred to above and submit your letter from Social Security (or your card) to MC Human Resources.

MEMORANDUM

To: On-campus Employment Supervisor- ***THANK YOU FOR YOUR INTEREST IN THIS STUDENT!***

From: _____, International Student Coordinator

Date: _____

Student: _____

I have discussed with the above-named student the responsibilities of working while attending school. This student is currently in valid F-1 status, not undergoing Reinstatement, and is eligible to undertake employment at the College.

Signature of International Coordinator _____ Physical or Digital signature Required

By Signing below the student named above verifies that they understand the following:

- 1) Student must have a valid, not expired, I-20 for F-1 status and be a continuing student at the College to work on-campus. After graduation students can no longer work on-campus.
- 2) Student must be eligible for, and have applied for, a Social Security Card to begin working.
- 3) Student MUST be enrolled and attending full time (12 Billing hours or more) each regular term. If part-time enrolled, MUST have DSO authorization.
- 4) Student MUST be in good academic standing (2.0 gpa) and making 'normal' progress toward a degree to work on- campus
- 5) Student must review and complete this form EACH SEMESTER (if requested) to verify that information has not changed.
- 6) If the student violates status at ANY TIME they must IMMEDIATELY stop employment.

Student signature _____ Date _____